

Notice Number: #114-20

Location: Arlington, VA (Pentagon)

Closing Date: 9/11/2020 (11:59:59 PM (EST))

Command & Location: DGC – Deputy General Counsel (DGC)

Grade: GS-15

Job Type: **Counsel (DON Secretariat Administration)**

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. The Department of the Navy Office of the General Counsel has been serving the Department since 1941 and is committed to developing innovative legal solutions to the business and other challenges facing the Navy and Marine Corps to enhance the war fighting capability of the Naval Service. You will find our attorneys stationed across the United States and worldwide, working with Navy and Marine Corps personnel wherever the Department's business is conducted.

There is vacancy for a senior GS-15 attorney to serve as Counsel within the DON Headquarters Secretariat. The incumbent is the principal legal advisor to the DON/Assistant for Administration (DON/AA), the Director of the Office of the Chief Management Officer (OCMO), and the Special Assistant for Information Management (SAIM) and DON Chief Information Officer (CIO). This position provides an excellent and unique opportunity to work with senior DON and OGC leadership on matters affecting the DON enterprise. The incumbent serves under the general supervision and guidance of the General Counsel of the Navy (GC) and Principal Deputy General Counsel (PDGC), and reports to the Deputy General Counsel (DGC). The position is located at the Pentagon.

DON/AA provides timely and responsive support in the DON Secretariat and other supported activities enabling them to more effectively and efficiently execute their missions. DON/AA's chief lines of effort include: Contract Management, Directives and Records Management, Facilities and Support Services, Programs and Integration (protocol and event planning, continuous process improvement), and Secretariat Security requirements. For more information, see:
<https://www.secnv.navy.mil/dalo/Pages/Divisions.aspx>

OCMO leads DON efforts to continuously improve enterprise governance and business operations that aim to increase warfighter lethality and readiness. OCMO works collaboratively to prioritize, integrate, and accelerate business transformation initiatives across the DON. OCMO's chief lines of effort include Business Reform, Enterprise Business Systems, Business Process Reengineering, and Enterprise Risk Management, as well as executing initiatives of the DON's Chief Management Officer.

The DON SAIM/CIO provides the policy and governance oversight to enable effective, efficient, trusted and shared Information Management, Information Technology, cyberspace and Information Resource Management enterprise capabilities to support the DON, Marines, Sailors, and their mission partners. The DON CIO is responsible for the DON information environment and enterprise architecture. The DON CIO's chief lines of effort include information security, data management (including records management), technical architecture standards, and strategic planning to identify and adopt new technology, digital innovation, as well as electromagnetic spectrum management, privacy, information disclosure, and civil liberties. For more information, see: <https://www.doncio.navy.mil/ContentView.aspx?ID=646>

The incumbent provides legal advice and services in all areas of DON OGC practice, including administrative law (including, but not limited to, ethics, FOIA, and Federal Advisory Committee Act), business and commercial law, cyberspace and information law, fiscal law, procurement law, and civilian personnel law. The incumbent is a designated DON Ethics Counselor, and manages or oversees the ethics programs for DON/AA, OCMO, and SAIM/CIO. The incumbent may also be called upon to provide advice in the area of national security law, legislation, and complex matters of first impression. Most legal advice must be in written form and the incumbent must be able to support such advice, orally and in writing, through various levels of the DON. The incumbent coordinates legal services for DON/AA, OCMO, and SAIM/CIO across Secretariat organizations, and must work closely with the Assistant General Counsels and the OGC Headquarters (Front Office). In addition, the incumbent will serve as a member of cross-functional teams on behalf of client organizations and DON OGC. This position falls under the DGC's Office. The DGC is the managing partner of the DON OGC law firm and supports the GC and PDGC on legal and supervisory matters as needed. Responsible for the management of the DON OGC community, currently comprised of more than 1100 attorneys and support staff world-wide, the DGC's office is dynamic and varied. The incumbent will report to the Associate Deputy General Counsel and be a member of the DGC's senior staff. In addition to the legal support described above, the incumbent will oversee administrative and budget functions that fall under the DGC and support the DON OGC Central Office (Headquarters) functions. The incumbent supervises a senior attorney assigned to DON CIO and the business staff responsible for supporting DON OGC Headquarters activities.

The position will be filled under the General Schedule (GS) pay system at the GS-15 level. The successful candidate will have significant experience in more than one of the listed DON OGC practice areas, as well as the demonstrated ability to work with senior military and civilian executive clients. The successful candidate must have a demonstrated ability to deal with a variety of novel legal issues using sound judgment and ingenuity. The successful candidate will have daily interaction at the senior official-level and will often be

called upon to provide the definitive positions of the DON OGC. The successful candidate must have strong writing and oral communication skills, outstanding interpersonal skills, and a demonstrated ability to develop strong attorney-client relationships. An understanding of the DON and its component services is preferred, and a working knowledge of business systems and operations, governance models, risk management concepts, DON budget process is highly desirable. The duties of this position require occasional travel.

To be selected at the GS-15 level, the candidate must have at least five-and-one-half years of recent and relevant professional legal experience, with a significant amount of that experience in more than one of the practice areas identified above.

Applicants will be primarily evaluated on: (1) the depth, breadth, and quality of their experience in administrative law, ethics, cyber and information law, fiscal law, procurement law, and civilian personnel law; (2) their ability to develop strong attorney-client relationships and provide advice to senior clients; (3) their research, analytical, and writing skills; (4) their oral communication skills; (5) their supervisory/ management experience; (6) their ability to work both independently and as part of a team; and (7) their familiarity with the organization of both the DON and the U.S. Navy, as well as the processes and procedures employed by those organizations. Applicants with a record of making significant contributions to the advancement of the DON OGC or equivalent Office of the General Counsel or Law Firm/Office beyond the day-to-day legal practice are desired.

The successful applicant must be a U.S. citizen, must have graduated from a law school that is accredited by the American Bar Association, must be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia; and, must be admitted to practice before a state or federal court. The successful applicant must be able to obtain and maintain a TOP SECRET clearance.

Interested attorneys must submit a cover letter; a resume or an SF-171; two legal writing samples (less than five pages each, excerpts of larger documents are acceptable); their two most recent performance appraisals (if available); and, the names and telephone numbers of at least three references (other than current supervisors) who may be contacted.

We are not accepting hard copy applications at this time. Electronic applications are being received at this time and should be emailed to: aagcm@navy.mil. The subject line of your email message should include your full name and the Personnel Notice Number.

This personnel notice will close on September 11, 2020 at 11:59:59 PM (EST). Applications must be received by this date and time to be considered.

If you have any questions regarding this position, please contact Ms. Diane Boyle at diane.boyle@navy.mil.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of www.ogc.navy.mil).

NOTICE OF VETERANS' PREFERENCE

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor for attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., DD Form 214, "Certificate of Release or Discharge from Active Duty") to their submissions.

Although the point-preference system is not used, applicants eligible to claim a 10-point preference must submit a Standard Form (SF) 15, "Application for 10-Point Veteran Preference," and supporting documentation required for the specific type of preference claimed. (SF-15, which lists the types of 10-point preference and the required supporting documents, is available from the Office of Personnel Management Website at www.opm.gov.)

Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit <https://www.fedshirevets.gov/index.aspx>, <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans>, and see the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Links:

<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>

<https://www.opm.gov/policy-data-oversight/disability-employment/hiring/#url=Schedule-A-Hiring-Authority>

Legal and Regulatory Guidance Links:

Financial suitability Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>

Social security number request Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>

Privacy Act Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>

Signature and false statements Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>

Selective Service Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>

New employee probationary period Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>

Permanent Change of Station (PCS) and relocation expenses are not available.